PERSONAL/NON-ALLOWABLE

Overview: The personal/non-allowable expense types are used if a corporate card is used for personal/non-allowable charges. The expense type Personal/Non Allowable – 695600 – is used to record personal charges. Regardless of the type of expense report, travel or non-travel, if a reimbursement amount is due to the employee, using this expense type will deduct the amount of the expense type from any reimbursement due to an employee. When the expense type is used and there is no reimbursement due to the employee or the reimbursement amount is less than the amount of the personal/non-allowable corporate card expense, the employee must repay the amount of the personal/non-allowable expense to Duke (via a deposit at the University Cashier’s office). The Cashier/Bursar receipt number must be included in the expense report that includes the personal/non-allowable expense along with an attached copy of the receipt as documentation.

Scenario 1 – Personal/non-allowable Corporate Card Expense – No employee reimbursement

Step 1

The employee repays Duke and provides the receipt from the deposit. Create an expense report. Once the report is created, from the Expense tab, select Add Expense. From the Add Expense pop-up window, select the appropriate corporate card transaction from the Available Expenses list and add it to the report.

Questions? Visit Contact Information at concur.duke.edu or email Concur-ExpenseSupport@duke.edu.
PERSONAL/NON-ALLOWABLE

Scenario 1 – Personal/non-allowable Corporate Card Expense – No employee reimbursement

Step 2

In the Expense Screen, check the box next to the expense and select Edit to open the Expense Detail screen. In the Expense Detail Screen, in the Expense Type field, select the drop down and select 695600-Personal/Non Allowable.

Step 3

Enter notes in the Describe Expense field. This field is required. Once notes are entered, select Save Expense.
PERSONAL/NON-ALLOWABLE

Scenario 1 – Personal/non-allowable Corporate Card Expense – No employee reimbursement

Step 4

In the Expense screen notice an audit alert appears at the top of the screen. Since this is an amount owed back to Duke, the Amount Due to Duke expense type MUST be used. Select Add Expense to add the expense.

![Expense screen with Add Expense button highlighted and alert message]

Step 5

In the Add Expense window, from the Create New Expense tab, select the 695600 Amount Due Duke expense type from the drop-down or search for it using the search field.

![Add Expense window with 695600 Amount Due Duke highlighted]
Scenario 1 – Personal/non-allowable Corporate Card Expense – No employee reimbursement

Step 6
In the New Expense tab, enter the Transaction Date when employee repaid Duke, the Amount of Deposit, and Cashier/Bursar Receipt number. Select Upload Receipt Image to attach a copy of the cashier/bursar receipt. Select Save Expense.

Step 7
Select Print/Share and the Travel & Expense Detail Report to confirm accuracy of entry. A new pop-up window opens. Scroll down the report to view the Report Totals. Ensure under Employee Disbursements, the Amount Due University is $0.00.

Step 8
Review the expense report and audit rules, ensuring all documentation is attached. Based on your role, either select Ready for Review or Submit Report.

Questions? Visit Contact Information at concur.duke.edu or email Concur-ExpenseSupport@duke.edu.
Scenario 2 – Reimbursement due to Employee Partially Off-sets a Corporate Card Personal/Non-allowable Expense

Step 1
The employee repays Duke and provides the receipt from the deposit. From the Expense tab, select Add Expense to add the out-of-pocket reimbursement.

Please note: This example uses mileage as the out-of-pocket reimbursement. ANY out-of-pocket reimbursement can be used.

Step 2
From the Expense Detail screen, select the Personal Car Mileage Expense Type from the drop down or search for it in the search field. Add the required fields for Personal Mileage including using the mileage calculator or select Upload Receipt Image to attach a mileage log. Select Save Expense.

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Scenario 2 – Reimbursement due to Employee Partially Off-sets a Corporate Card Personal/Non-allowable Expense

**Step 3**

*From the Expense tab, select Add Expense to select the appropriate corporate card transaction. From the Add Expense screen, from the Available Expenses tab, select the appropriate corporate card transaction by clicking the check box next to the expense and select Add to Report.*

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PERSONAL/NON-ALLOWABLE

Scenario 2 – Reimbursement due to Employee Partially Off-sets a Corporate Card Personal/Non-allowable Expense

Step 4
In the Expense Screen, check the box next to the expense and select Edit to open up the Expense Detail screen. From the Expense Detail screen, change the expense type to the Personal/Non Allowable 695600 Expense Type from the drop down. Ensure all required fields (*red asterisks) are completed and receipt is attached. Select Save Expense.

Step 5
Read and review each audit message that appears.

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Scenario 2 – Reimbursement due to Employee Partially Off-sets a Corporate Card Personal/Non-allowable Expense

Step 6
Since the amount of the reimbursement DOES NOT off-set the corporate card expense, from the Expense Detail screen, select Add Expense.

Step 7
In the Add Expense window, from the Create New Expense tab, select the 695600 Amount Due Duke expense type from the drop-down or search for it using the search field. In the New Expense tab, enter the Transaction Date when employee repaid Duke, the Amount of Deposit, and Cashier/Bursar Receipt number. Select Upload Receipt Image to attach a copy of the cashier/bursar receipt. Select Save Expense.

Please note: Subtract the amount of the corporate card charge from the amount of the reimbursement to determine the amount the employee owes to Duke to off-set the personal/non-allowable expense.

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Scenario 2 – Reimbursement due to Employee Partially Off-sets a Corporate Card Personal/Non-allowable Expense

Step 8

Select **Print/Share** and the **Travel & Expense Detail Report** to confirm accuracy of entry. A new pop-up window opens. Scroll down the report to view the **Report Totals**. Ensure under **Employee Disbursements**, the **Amount Due University** is $0.00.

Step 9

Review the expense report and audit rules, ensuring all documentation is attached. Based on your role, either select **Ready for Review** or **Submit Report**.

Questions? Visit Contact Information at concur.duke.edu or email Concur-ExpenseSupport@duke.edu.
Scenario 3 – Reimbursement due to Employee Off-sets a Corporate Card Personal/Non-allowable Expense – Duke Owes Employee for Reimbursement

**Step 1**
From the *Expense* tab, select *Add Expense* to select the appropriate corporate card transaction from your Available Expenses or from Create New Expense.

*Please note:* This example uses mileage as the out-of-pocket reimbursement. *ANY* out-of-pocket reimbursement can be used.

**Step 2**
From the *Expense Detail* screen, select the *Personal Car Mileage* Expense Type from the drop down or search for it in the search field. From the *New Expense* screen, ensure all required fields (* red asterisks) are completed. Add the required fields for Personal Mileage including using the mileage calculator or select *Upload Receipt Image* to attach a mileage log. Select *Save Expense*.
PERSONAL/NON-ALLOWABLE

Scenario 3 – Reimbursement due to Employee Off-sets a Corporate Card Personal/Non-allowable Expense – Duke Owes Employee for Reimbursement

Step 3

From the Expense tab, select Add Expense to select the appropriate corporate card transaction. From the Add Expense screen, from the Available Expenses tab, select the appropriate corporate card transaction by clicking the check box next to the expense and select Add to Report.

Questions? Visit Contact Information at concur.duke.edu or email Concur-ExpenseSupport@duke.edu.
Scenario 3 – Reimbursement due to Employee Off-sets a Corporate Card Personal/Non-allowable Expense – Duke Owes Employee for Reimbursement

**Step 4**
From the Expense tab, check the box next to the expense and select **Edit** to open up the Expense Detail screen. In the Expense Detail Screen, in the Expense Type field, select the drop down and select **695600-Personal/Non Allowable**.

**Step 5**
Read and review the audit message that appear. In this scenario, there is an amount due to the employee because the reimbursement amount is greater than the personal/non-allowable corporate card expense.

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PERSONAL/NON-ALLOWABLE

Scenario 3 – Reimbursement due to Employee Off-sets a Corporate Card Personal/Non-allowable Expense – Duke Owes Employee for Reimbursement

**Step 6**
To confirm, click on the **Print/Share** at the top of the screen and select **Travel & Expense Detail Report**.

**Step 7**
View the **Report Details** including the **Report Totals** at the bottom, ensuring under **Employee Disbursements**, the **Amount Due University** is $0.00. Notice in this scenario, Duke owes the employee $64.99 because the amount of the reimbursement was greater than the amount of the personal/non-allowable expense.

**Step 8**
Review the expense report and audit rules, ensuring all documentation is attached. Based on your role, either **Ready for Review** or **Submit Report** the report.

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